

2015 INNOVATION FUND IMPLEMENTATION GRANT RUBRIC

General Information	
Applicant Name:	Reviewer Name:
Priority Area(s):	Date Reviewed:
Total Points:	

Category	Total Points Possible	Points Received
1. Program Overview	30	
2. Need for the program	5	
3. Similar Programs	5	
4. Partnership Overview	15	
5. Capacity to Implement	15	
6. Scope of Work	15	
7. Budget	15	
Total Points	100	

Program Overview Applicant includes a comprehensive description of the proposed Innovation Fund project, the theory of change the program is based on, and a comprehensive summary of the project goals, outcomes, and evaluation methods.		Score 30 points possible
24 25 26 27 28 29 30 (Excellent)	The program overview includes and effectively describes all of the following components: <ul style="list-style-type: none"> An overview of the proposed Innovation Fund project. Including: (a) a well-articulated mission and vision, (b) a logical theory of change, (c) a strong explanation as to how the program aligns with one or more of the Innovation Fund priority area(s), Logical goals, written in the SMART format, logical outcomes, and a logical evaluation plan, and Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
17 18 19 20 21 22 23 (Good)	The program overview describes most of the following or is missing one component: <ul style="list-style-type: none"> An overview of the proposed Innovation Fund project –including: (a) a mission and vision, (b) a theory of change, and (c) an explanation as to how the program aligns with one or more of the Innovation Fund priority area(s), Logical goals, written mostly in the SMART format, logical outcomes, and a logical evaluation plan, and Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 13 14 15 16 (Average)	The program overview vaguely summarizes the following or is missing two to three components: <ul style="list-style-type: none"> An overview of the proposed Innovation Fund project, including: (a) a mission and vision, (b) theory of change, and (c) an explanation as to how the program aligns with one or more of the Innovation Fund priority area(s), Goals, somewhat in the SMART format, outcomes, and an evaluation plan, and Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 5 6 7 8 (Poor)	The program overview ineffectively summarizes the following, and/or is missing more than three components: <ul style="list-style-type: none"> An overview of the proposed Innovation Fund project, including: (a) a mission and vision, (b) a theory of change, and (c) an explanation as to how the program aligns with one or more of the Innovation Fund priority area(s), Goals, not written in the SMART format, outcomes, and an evaluation plan, and Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Need For Program Applicant includes a documented need for the implementation and the data used to determine the need.		Score 5 points possible
4 5 (Excellent)	<ul style="list-style-type: none"> Applicant thoroughly explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant describes the data used to determine this need. There is a strong link between the data and the need. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 (Good)	<ul style="list-style-type: none"> Applicant explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant describes the data used to determine this need. There is a link between the data and the need. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
2 (Average)	<ul style="list-style-type: none"> Applicant vaguely describes how the implementation of the program will benefit their students, teachers, or educational leaders. Applicant imprecisely describes the data used to determine this need. There is a weak link between the data and the need. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 (Poor)	<ul style="list-style-type: none"> Applicant does not explain or minimally explains how the implementation of the program will benefit students, teachers, or educational leaders. Applicant does not describe or minimally describes the data used to determine the need, or there is a nonexistent link between the data and the need. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero 	
Comments:		

Similar Programs Applicant describes programs that are similar to the proposed program in scope and nature, discusses how the proposed program differs from the existing program(s), and describes what components of these programs, if any, it will use in its own program.		Score 5 points possible
4 5 (Excellent)	<ul style="list-style-type: none"> Applicant thoroughly explains the existing market of similar programs. Applicant thoroughly describes how its program differs from existing programs, and what it can learn from these programs. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
3 (Good)	<ul style="list-style-type: none"> Applicant explains the existing market of similar programs. Applicant describes how its program differs from existing programs and what it can learn from these programs. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
2 (Average)	<ul style="list-style-type: none"> Applicant vaguely explains the existing market of similar programs. Applicant vaguely describes how its program differs from existing programs, and what it can learn from these programs. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 (Poor)	<ul style="list-style-type: none"> Applicant does not explain or minimally explains the existing market of similar programs or explains programs that are not similar to the proposed program. Applicant does not describe or minimally describes how its program differs from existing programs, or what it can learn from these programs. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Partnership Overview Applicant provides a detailed description of organizations that are critical to the success of the program, how those organizations will play a role in the implementation process, and how it has or will develop a relationship with all listed partners.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Applicant provides a comprehensive list and description of critical stakeholders/partners, resources and/or collaborators. Applicant provides thorough details of how the stakeholders, resources and/or collaborators will play a role in the proposed Innovation Fund Project, both before and after the grant period. Attached letters of commitment from listed partners strongly support the applicant's answers. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Applicant identifies and describes critical stakeholders/partners, resources and/or collaborators. Applicant includes details of how the stakeholders/partners, resources and/or collaborators will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners support the applicant's answers. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Applicant identifies and describes some critical stakeholders/partners, resources and/or collaborators. Applicant includes vague details of how the stakeholders/partners, resources and/or collaborators will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners loosely support that the partners are committed to the implementing the program. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Applicant does not identify or identifies and minimally describes any critical stakeholders/partners, resources and/or collaborators. Applicant's includes minimal details of how the stakeholders/partners, resources and/or collaborator will play a role in the proposed Innovation Fund project, both before and after the grant period. Attached letters of commitment from listed partners do not support that the partners are committed to implementing the program. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Capacity to Implement Applicant provides a thorough description of its capacity to implement this program, including: who will lead/facilitate the implementation process and why they were chosen as the grant lead.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Applicant provides strong evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are highly qualified to lead the implementation process. Applicant thoroughly discusses the roles and responsibilities of all individuals who will be involved in the implementation of the proposed Innovation Fund project. Attached resumes of key personnel strongly support the applicant's answers. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Applicant provides evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are qualified to lead the implementation process. Applicant discusses the role and responsibilities of all stakeholders who will be involved in the implementation of the proposed Innovation Fund project. Attached resumes of key personnel support the applicant's answers. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Applicant provides some evidence it has the capacity to lead a grant of this nature. The grant lead(s) is/are somewhat qualified to lead the implementation process. Applicant vaguely discusses the role and responsibilities of most stakeholders who will be involved in the implementation of proposed Innovation Fund project. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). Attached resumes of key personnel loosely indicate that the individuals listed have the capacity to implement the program. 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Applicant provides limited evidence that it has the capacity to lead a grant of this nature. The grant lead(s) is/are not qualified to lead the implementation process. Applicant vaguely discusses the role and responsibilities of a few stakeholders who will be involved in the implementation and proposed Innovation Fund project. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). Attached resumes of key personnel do not indicate that the individuals listed have the capacity to implement the program. 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Scope of Work The applicant includes a chart detailing the scope of work required to implement the proposed program, and noting intended milestones, deliverables, and any potential challenges.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Applicant thoroughly describes all program activities and deliverables over the grant period. The activities described appear to align with the successful implementation of a program that will yield positive outcomes. Applicant clearly describes any limiting circumstances and proposed plans to mitigate those challenges. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Applicant describes all program activities and deliverables over the grant period. The activities described appear to align with the successful implementation of a program that will yield some positive outcomes. Applicant describes any limiting circumstances and proposed plans to mitigate those challenges. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Applicant vaguely describes all program activities and deliverables over the grant period. The activities described appear to align with the implementation of a program that may or may not yield positive outcomes. Applicant vaguely describes potential limiting circumstances and the proposed plans to mitigate those challenges. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Applicant does not or minimally describes the program activities and deliverables over the grant period. The activities described do not appear to align with the implementation of a program that yields positive outcomes. Applicant does not describe or minimally describes any potential limiting circumstances and proposed plans to mitigate those challenges. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		

Budget Applicant provides a specific budget and budget narrative with reasonable, allowable, and allocable expenses.		Score 15 points possible
13 14 15 (Excellent)	<ul style="list-style-type: none"> Line items are specific, reasonable, and quantifiable. Items are directly related to the proposed Innovation Fund project (allocable) as identified within the grant application. Items link to the proposed Innovation Fund project and appear in other application sections. Excellent grammar and sentence mechanics (spelling, capitalization, punctuation). 	
9 10 11 12 (Good)	<ul style="list-style-type: none"> Line items are mostly specific, reasonable, and quantifiable. There are a few (1-2) items that may be misaligned. Most items are directly related to the proposed Innovation Fund project as identified within grant application. Most items link to the proposed Innovation Fund project and appear in other application sections. Effective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
5 6 7 8 (Average)	<ul style="list-style-type: none"> Line items are mostly specific, reasonable, or quantifiable. There are a few (3-4) items that may be misaligned. Items are somewhat related to the proposed Innovation Fund project as identified within the grant application. Items vaguely link to the proposed Innovation Fund project and appear in other application sections. Adequate grammar and sentence mechanics (spelling, capitalization, punctuation). 	
1 2 3 4 (Poor)	<ul style="list-style-type: none"> Line items are not specific, reasonable, or quantifiable. Items are not related or minimally related to the proposed Innovation Fund project as identified within the grant application. Items do not link or minimally link to proposed Innovation Fund project and do not appear or minimally appear in other application sections. Ineffective grammar and sentence mechanics (spelling, capitalization, punctuation). 	
0 (Incomplete)	<ul style="list-style-type: none"> If applicant has not completed the section, indicate the incompleteness with a zero. 	
Comments:		